

*****This is only a preview of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin*****

Training and Experience Evaluation

Associate Safety Engineer (Elevators)

Department of Industrial Relations

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the State. Be advised that you are expected to answer truthfully and accurately.

Verification References

Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employment, these references will be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this exam. List all references that apply.

EMPLOYMENT

Job Reference 1

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 2

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 3

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 4

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 5

Job Title:

Organization Name and Address:

Date Worked: From:

To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 6

Job Title:

Organization Name and Address:

Date Worked: From:

To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

EDUCATION

Education Reference 1

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 2

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 3

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 4

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

ITEM	TASK STATEMENT [INSERT TASK STATEMENT HERE]			
		TIME/DURATION:	QUALIFICATIONS:	REFERENCES:
EXPERIENCE	Describe your work experience relevant to performing <u>this task</u> , both paid and volunteer.	I have Choose an item. experience performing <u>this task</u> .	Provide relevant examples of the more complex work you have been responsible for that demonstrates your ability to perform <u>this task</u> (1000 characters max): <input type="text"/>	Identify the reference(s) who can verify this information: <input type="checkbox"/> job ref. 1 <input type="checkbox"/> job ref. 2 <input type="checkbox"/> job ref. 3 <input type="checkbox"/> job ref. 4 <input type="checkbox"/> job ref. 5 <input type="checkbox"/> job ref. 6
EDUCATION	Describe your education relevant to performing <u>this task</u> .	I have completed Choose an item. units of college level courses directly related to performing <u>this task</u> .	List the courses you have taken which are relevant to performing <u>this task</u> and are verifiable on a transcript (1000 characters max): <input type="text"/>	Identify the university where this education was received: <input type="checkbox"/> educ. ref. 1 <input type="checkbox"/> educ. ref. 2 <input type="checkbox"/> educ. ref. 3 <input type="checkbox"/> educ. ref. 4
TRAINING	Describe your training relevant to performing <u>this task</u> .	I have completed Choose an item. hours of training directly related to performing <u>this task</u> .	List all class titles relevant to performing <u>this task</u> , and any certifications or acknowledgements received (1000 characters max): <input type="text"/>	Provide the name and contact information of someone who can verify this information: <input type="text"/>

TASKS TO INCLUDE IN THE EXAM

ITEM #	
1.	Applying knowledge of elevator operations (e.g., car to inspection operation, hoistway access, machine room inspection operation, safety circuits) to ensure worker safety during inspections.
2.	Observing, evaluating, and detecting hazards that may violate safety orders or present a workplace safety or health hazard to ensure elevator/conveyance compliance with all applicable safety laws and regulations (e.g., California Code of Regulations Title 8).
3.	Applying knowledge of elevator operations (e.g., Fireman's Service, Seismic, Door operation, safety circuits) as they pertain to public safety to ensure elevator adheres to all applicable safety laws and regulations.
4.	Applying knowledge of elevator safety devices (e.g., governors, buffers, stop switches) and equipment (e.g., motor, roller, clutch assembly) to perform tests, inspections, or investigations, and ensure compliance with applicable safety laws and regulations.
5.	Applying knowledge of the operation of elevators to perform tests, inspections, or investigations and ensure compliance with applicable safety laws and regulations.
6.	Applying knowledge of applicable safety laws and regulations of the elevator/conveyance industry (e.g., California Code of Regulations, Title 8 and the California Labor Code) to ensure safety compliance.
7.	Applying knowledge of approved devices and controller acceptances (e.g., car/counterweight safeties, governors, buffers, interlocks) to perform tests, inspections, or investigations and ensure compliance with applicable safety laws and regulations.
8.	Applying knowledge of basic safe work practices (barricading, lockout/tag out, rigging, and hoisting) to ensure personal safety, safety of co-workers, and the public when conducting elevator/conveyance tests, inspections, or investigations.
9.	Applying knowledge of (non-elevator) conveyance operations (e.g., VRCs, dumbwaiters, wheelchair lifts) to perform tests, inspections, or investigations and ensure compliance with applicable safety laws and regulations.

10.	Applying knowledge of elevator/conveyance industry safety standards (e.g., barricade, lockout/tag out) and accident prevention techniques to ensure compliance and enforcement of applicable safety laws and regulations.
11.	Anticipating, identifying, and evaluating hazards to ensure their abatement under applicable safety laws and regulations of the elevator/conveyance industry (e.g., California Code of Regulations Title 8).
12.	Effectively using elevator terminology to provide proper technical expertise during inspections, on-site consultations, meetings, or hearings.
13.	Applying knowledge of how adverse conditions (e.g., weather, heat, rain, heights, limited spaces, varied terrain) may affect working conditions in order to ensure the personal safety and safety of others.
14.	Operating various tools and equipment (e.g., roper guage, door-pressure guage, GFCI tester, light meter, digital tachometer) to measure/test and ensure compliance with applicable elevator/conveyance safety laws and regulations.
15.	Applying knowledge of engineering principles and methods (e.g., general structural, electrical and/or mechanical) as well as elevator/conveyance safety engineering (e.g., bracket details, factor of safety) to inspect, investigate, or test conveyances in accordance with applicable safety laws and regulations.
16.	Performing difficult elevator/conveyance safety investigation (e.g., confined spaces, injury accidents) to determine compliance with all applicable safety laws and regulations (e.g., California Code of Regulations, Title 8 and/or California Labor Code).
17.	Applying knowledge of applicable guidelines or standards (e.g., American Society of Mechanical Engineers, California Electrical Code) to perform inspections, testing, or investigations of conveyance and ensure compliance with applicable safety laws and regulations.
18.	Applying conflict resolution and/or interpersonal skills (e.g., communication, diplomacy) with potentially uncooperative persons in order to perform elevator/conveyance inspections and/or investigations.
19.	Understanding documents of varying complexity (e.g., installation documentation, variances, compliance documents, policy manuals and guides, State and Federal regulations, specifications and/or technical reports) pertaining to elevators/conveyances in order to perform testing, inspections, and investigations.
20.	Extracting relevant facts and information from written documents (e.g., wiring schematics, permanent variances) in order to solve problems or summarize information to complete elevator/conveyance testing, inspections, and/or investigations.

21.	Assisting with the facilitation of new hire training by imparting knowledge and skills related to the elevator/conveyance industry.
22.	Applying knowledge of industrial health hazards (e.g., construction, repair, confined spaces) to ensure worker safety during elevator/conveyance tests, inspections, and/or investigations.
23.	Assisting in an elevator/conveyance accident investigation by providing technical expertise when a conveyance has operated in an unknown or inexplicable manner.
24.	Applying knowledge of elevator/conveyance layout and installation drawings to reference when performing tests, inspections, or investigations to ensure compliance with all applicable safety laws and regulations.
25.	Reading and interpreting elevator/conveyance layout drawings to visualize them in 3 dimensional application for reference during tests, inspections, or investigations to ensure compliance with applicable safety laws and regulations.
26.	Maintaining detailed records of work related activities (e.g., elevator/conveyance inspections, investigations) to track deadlines, and ensure completion of work (e.g., before the statute of limitation expires or a suspense date).
27.	Performing mathematical engineering calculations (e.g., algebra, logarithms, trigonometry) to analyze engineering drawings and requirements of the standards (e.g., conveyance analysis, diagnosis, and repair) in order to perform tests, inspections, or investigations.
28.	Applying knowledge of electronic troubleshooting and circuit tracing methodologies to conduct elevator/conveyance inspections, investigations, or testing to ensure compliance with all applicable safety laws and regulations.
29.	Independently writing documents (e.g., field reports, data reports) in order to communicate findings of tests, inspections, or investigations.
30.	Analyzing results of monitoring that apply to elevator maintenance and other work assignments (e.g., elevator inspections, investigations) to ensure compliance with all applicable laws and regulations.

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